

PLEASE READ ALL INSTRUCTIONS PRIOR TO APPLYING FOR PERMIT
***PARKING PERMIT NOT VALID DURING “STATE OF EMERGENCY” or
WHEN ROAD IS COVERED WITH SNOW.***

REQUIREMENTS FOR ON STREET PARKING EVERY YEAR

1. **On-Street Parking** requires a permit and is restricted to specific streets with a sign **THAT SAYS: “PERMIT REQUIRED TO PARK”**. This sign is white with green writing. Alternate side of the street parking is also required during the hours of 2am - 6am with the permit.
2. **Permit holder** accepts the responsibility to know and abide by all parking regulations of the City of East Orange.
3. Must obtain an affidavit from the Licensing Division. This form must be signed and notarized by the Property Owner or Building Manager. **Please present a business card or letter head stating that the person completing the affidavit works for the management company.** A letter must also be done if the property owner is an LLC.
4. Proof of residency shall consist of a valid New Jersey driver’s license reflecting the vehicle owner’s current residency within the City of East Orange, a valid New Jersey motor vehicle registration for which the permit is being sought showing the vehicle owners current address within the City of East Orange and valid proof of automobile insurance. **A post office box number shall not be deemed proof of residency.** In the case of a vehicle claimed to be leased and used by a resident of the City of East Orange a valid vehicle registration, proof of insurance and a copy of the automobile lease shall be presented showing the resident has control over the vehicle.
5. The fee for the permit is \$150.00 per year for the first vehicle registered with the respective property, \$100.00 per year for the second vehicle registered with the respective property, and \$75.00 for each subsequent vehicle registered with the respective property. All fees are required to be paid in **cash or money order** in lump sum made payable to the City of East Orange. **Fees are not refundable.**
6. **Overnight parking is not permitted for commercial vehicles.**
7. Permit must be hung from the **Rear view Mirror** to be valid and is only valid in the vehicle that has been registered with the City of East Orange.

PLEASE CALL 973-266-5159 IF YOU HAVE ANY QUESTIONS REGARDING THIS PERMIT.

**OWNER/MANGEMENT
(SIGNATURE)**